

# Creative JOB SEARCH

PERSONAL DATA RECORD							
Name							
Address							
Social Security Number							
Phone Numbers	Home			Fax			
E-mail							
Any Felony Convictions?	YES		If yes, explain:				
	NO						
Employment Desired							
Position Title					Starting Wage		
Dates Available							
Available for Work (circle)	Full Time	Weekend	Part Time	On Call	Temporary	Seasonal	Rotating Shifts
EDUCATION							
	High School	Business, Trade School, College	Undergraduate	College/ University	Graduate/ Professional	Military Training	
School Name/GED							
School Location							
Years Completed	Don't complete this information for high school—it either doesn't apply or could lead to age discrimination.						
Diploma/Degree							
Graduation Date							
Course of Study							
Describe Any Scholastic Honors, Assistantships, Etc.							
Describe Any Specialized Training, Assistantships, Etc.							
Foreign Languages							
Occupational License, Certifications, Registrations, Professional Affiliations							

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PERSONAL DATA RECORD (continued)				
EMPLOYMENT HISTORY (list most recent employment first)				
Employer Name/Organization		Address		
Dates Employed—		From: Month/Year	To: Month/Year	
Job Title/Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader	Contact?	Yes	No	Phone
Reason for Leaving		Ending Salary		
Employer Name/Organization		Address		
Dates Employed—		From: Month/Year	To: Month/Year	
Job Title/Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader	Contact?	Yes	No	Phone
Reason for Leaving		Ending Salary		
Employer Name/Organization		Address		
Dates Employed—		From: Month/Year	To: Month/Year	
Job Title/Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader	Contact?	Yes	No	Phone
Reason for Leaving		Ending Salary		
VOLUNTEER ACTIVITY				
Dates Volunteered—		From: Month/Year	To: Month/Year	
Title/Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader	Contact?	Yes	No	Phone
Other Skills, Knowledge and Abilities Not Listed Above Acquired Through Hobbies or Interests				